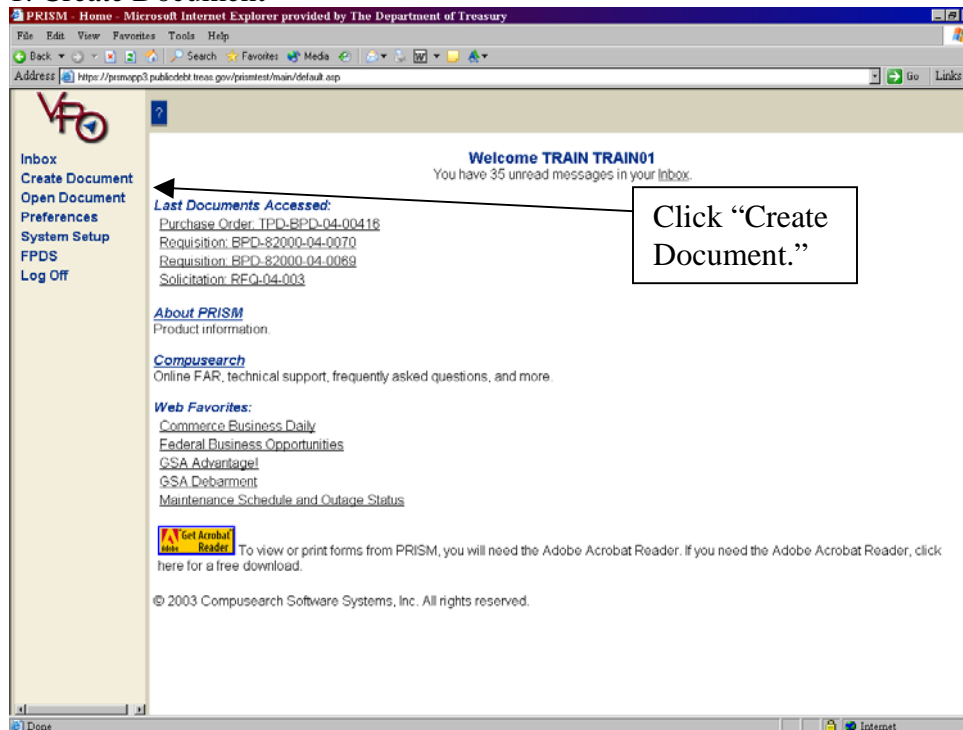


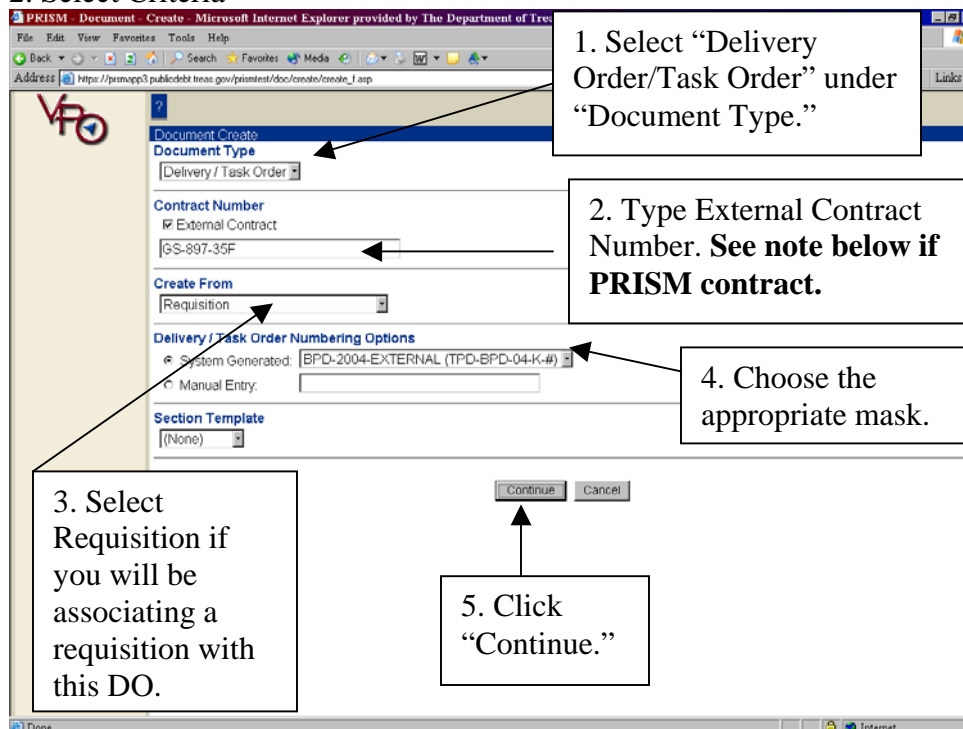
Delivery Order

09/22/2005

1. Create Document



2. Select Criteria



If creating a PRISM contract leave external contract unchecked. Then use list of values to find appropriate contract.

3. Overview of requisition line items

The screenshot shows the PRISM Requisition Selection interface. The search criteria section includes a Requisition Number field with the value BPD-82000-04-0070 and a Site dropdown menu. The line items table below shows two items: 0001 Computers and 0002 Computer stand. The 'Select Line Items' column has checkboxes for each item, and the 'Create' button is visible at the bottom of the table.

1. Type in the requisition number and click display. (then the requisition will be available for selection) (see steps 2 & 3)

2. Click on “Y” to see line items below.

3. Select the line items from the Requisition, you may click each desired box, or click “Select all” to choose all the line items, then click “Create”.

4. Click Navigator to view the entire requisition

The screenshot shows the PRISM Delivery/Task Order General Detail interface. The left sidebar contains a Navigator menu with options like General, Additional Info, Text, Payments, Items, Vendor, Package, Supporting Docs, Summary Report, Protests, Claims, Validations, Route History, Status History, Notifications, Suspension Items, Ownership, Navigator, and Return to Home. The main content area displays various fields for the requisition, including Order Number, Contract Number, Stage, Total Amount, and General Information.

Click on “Navigator” this will let you view the PR if you wish to.

5. Click hyperlink to requisition

PRISM Delivery/Task Order - Navigator - Microsoft Internet Explorer provided by The Department of Treasury

Address: <https://prismapp3.publicdebt.treas.gov/prismtest/navigator/home.asp>

Delivery/Task Order Information

Order Number: TPD-BPD-04-K-00178	Status: In Progress	Number of Items: 2
Contract Number: GS-897-35F	Stage: Award	Total Amount: \$1,300.00
Version: BASE	Net View: Off	Obligation: \$1,300.00

Navigator

APP

(None)

Procurement Action

(None)

Requisition

BPD-82000-04-0070

Milestone Plan

(None)

Solicitation

(None)

Award

(None)

Invoice

(None)

Delivery/Task Order

Main

Items

Vendor

Package

Supporting Docs

Summary Report

Protests

Claims

Validations

Route History

Status History

Notifications

Suspense Items

Ownership

Navigator

Return to Home

6. View requisition

PRISM Requisition - Detail - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prismtest/requisition/nogeneral/nogeneral_detail.asp

Requisition Information

Requisition Number: BPD-82000-04-0070	Stage: Award	Number of Items: 2
Version: BASE-Released	Net View: Off	Total Amount: \$1,300.00
		Commitment: \$1,300.00

General Information

Owner: TRAIN TRAIN01

Requisition Date: 07/01/2004

Requisitioner: TRAIN TRAIN01

Buyer:

Source PPT Name: (None)

Primary Product / Service Code: PR

Primary Product / Service Code Description: PURCHASE REQUEST

Received Date:

Requisition

Main

General

Additional Info

Project

Text

Defaults

Items

Vendors

Supporting Docs

Form Info

Validations

Route History

Status History

Notifications

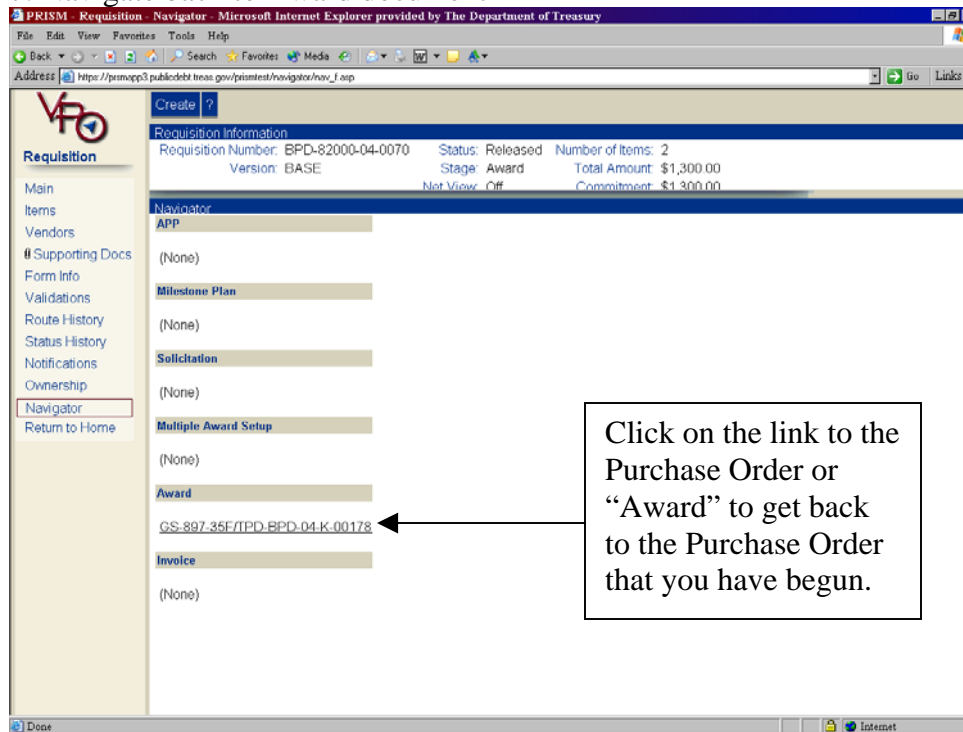
Ownership

Navigator

Return to Home

We are now in the main Requisition information, you may look at the information as you choose. To exit the Requisition, click "Navigator".

7. Navigate back to Award document



PRISM Requisition Navigator - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Address: https://prismapp3.publicdebt.treas.gov/prismtest/navigator/nav_1.asp

Requisition

Main
Items
Vendors
Supporting Docs
Form Info
Validations
Route History
Status History
Notifications
Ownership
Navigator
Return to Home

Requisition Information

Requisition Number: BPD-82000-04-0070	Status: Released	Number of Items: 2
Version: BASE	Stage: Award	Total Amount: \$1,300.00
	Not View: Off	Commitment: \$1,300.00

Navigator

APP

(None)

Milestone Plan

(None)

Solicitation

(None)

Multiple Award Setup

(None)

Award

[GS-897-35F/TPD-BPD-04-K-00178](#)

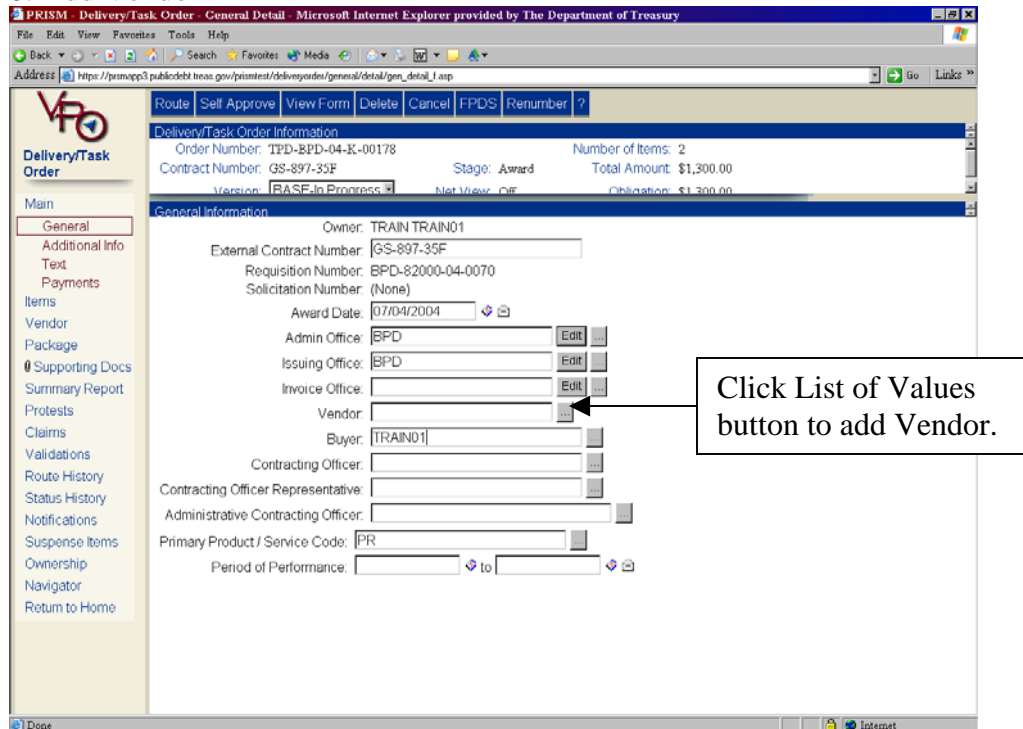
Invoice

(None)

Done Internet

Click on the link to the Purchase Order or "Award" to get back to the Purchase Order that you have begun.

8. Add Vendor



PRISM Delivery/Task Order - General Detail - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Address: https://prismapp3.publicdebt.treas.gov/prismtest/deliverytaskorder/general/detail/gen_detail_1.asp

Delivery/Task Order

Main
General
Additional Info
Text
Payments
Items
Vendor
Package
Supporting Docs
Summary Report
Protests
Claims
Validations
Route History
Status History
Notifications
Suspense Items
Ownership
Navigator
Return to Home

Delivery/Task Order Information

Order Number: TPD-BPD-04-K-00178	Number of Items: 2
Contract Number: GS-897-35F	Stage: Award
Version: BASE-In Progress	Total Amount: \$1,300.00
	Obligation: \$1,300.00

General Information

Owner: TRAIN TRAIN01

External Contract Number:

Requisition Number: BPD-82000-04-0070

Solicitation Number: (None)

Award Date:

Admin Office:

Issuing Office:

Invoice Office:

Vendor:

Buyer:

Contracting Officer:

Contracting Officer Representative:

Administrative Contracting Officer:

Primary Product / Service Code:

Period of Performance: to

Done Internet

Click List of Values button to add Vendor.

9. Search for Vendor

PRISM Vendor Selection - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdebt.treas.gov/prismtest/ta/select/doc/vendor/vendor_f.asp

Vendor Selection

Search: For

Active CCR Registration: Max Results: Results per Page:

Code	Name	Contact Name	Contact Phone	DUNS	Section 8(a)	TIN	Address1
550359021	PARKERSBURG DAY NURSERY					550359021	1021 MARKET STREET
139434021	PARKERSBURG RADIOLOGY SERVICES INC					550522573	PO BOX 779 1122 MARKET STR
010448546	PARKERSBURG UTILITY BRD					550750772	PO BOX 1627
310965347	PARKERSBURGWOOD CO AREA DEV CORP					310965347	PO BOX 1683

Page 1 of 1 (4 results found)

Enter name of Vendor and click "Display".

Select correct Vendor from the list of Vendors.

10. Search for the Contracting Officer

PRISM Delivery/Task Order - General Detail - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdebt.treas.gov/prismtest/deliveryorder/general/detail/gen_detail_1.asp

Route Self Approve View Form Delete Cancel FPDS Renumber ?

Delivery/Task Order Information

Order Number: TPD-BPD-04-K-00178 Number of Items: 2
Contract Number: GS-897-35F Stage: Award Total Amount: \$1,300.00
Version: BASE In Progress Net View: Off Obligation: \$1,300.00

General Information

Owner: TRAIN TRAIN01

External Contract Number:

Requisition Number: BPD-82000-04-0070

Solicitation Number: (None)

Award Date:

Admin Office:

Issuing Office:

Invoice Office:

Vendor:

Buyer:

Contracting Officer:

Contracting Officer Representative:

Administrative Contracting Officer:

Primary Product / Service Code:

Period of Performance: to

The system fills in the Duns Number of the Vendor.

Click on List of Values to select the "Contracting Officer".

11. Select the Contracting Officer

PRISM Users Selection - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prismtest/select/Users/User_1.asp

Contracting Officer Selection

Search: User ID For: Display Cancel

Site: Current Site Max Results: 100 Results per Page: 10

User ID	First Name	Middle	Last Name	Site	Phone	Fax	Requisitioner	Contract Officer	Project Officer	Buyer	View Warrants
SDAUGHER	SUSAN		DAUGHERTY	BPD PROCUREMENT			Y	Y	N	Y	Y
SJGEORGE	SANDRA	J	GEORGE	BPD PROCUREMENT			Y	Y	N	Y	Y

Prev Page 2 of 2 (12 results found)

Warrants

12. Click on Additional Info

PRISM Delivery/Task Order - General Detail - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prismtest/deliveryorder/general/detail_1.asp?objid=123456789

Route Self Approve View Form Delete Cancel FPDS Renumber ?

Delivery/Task Order Information

Order Number: TPD-BPD-04-K-00178 Number of Items: 2
Contract Number: GS-897-35F Stage: Award Total Amount: \$1,300.00
Version: BASE In Progress Net View: Off Obligation: \$1,300.00

General Information

Owner: TRAIN TRAIN01
External Contract Number: GS-897-35F
Requisition Number: BPD-82000-04-0070
Solicitation Number: (None)
Award Date: 07/04/2004
Admin Office: BPD Edit
Issuing Office: BPD Edit
Invoice Office: Edit
Vendor: 010448546
Buyer: TRAIN01
Contracting Officer: SDAUGHER
Contracting Officer Representative:
Administrative Contracting Officer:
Primary Product / Service Code: PR
Period of Performance: to

1. Contracting Officer user ID fills in.

2. Change the PR to the correct number by searching the List of Values button.

3. Click "Additional Info."

13. Enter NAICS, COR, and dates if necessary

The screenshot shows the 'Delivery/Task Order' form in a web browser. The left sidebar contains a 'Main' menu with options: General, Additional Info, Text, Payments, Items, Vendor, Package, Supporting Docs, Summary Report, Protests, Claims, Validations, Route History, Status History, Notifications, Suspense Items, Ownership, Navigator, and Return to Home. The 'Text' option is highlighted. The main form area is divided into sections: 'Delivery/Task Order Information', 'Additional Information', 'Preferences', and 'FPDS NG'. The 'Additional Information' section contains fields for 'NTP / Vendor Signed On', 'Site', 'Confirmed With', 'Subsistence', 'Reference Your Text', 'NAICS Code', 'Size Standard', 'Payment Office', 'Originating Office', and 'Is this an IT-related purchase?'. The 'FPDS NG' section contains fields for 'Organization', 'Invoice Approver/COR', 'Performance Start Date', 'Performance End Date', and 'Credit Card Vendor'. Annotations with arrows point to specific fields: '1. Click on the List of Values button to select the NAICS code.' points to the 'NAICS Code' dropdown; '2. Enter the Invoice Approver/COR.' points to the 'Invoice Approver/COR' text field; '3. If a service, make sure you enter "Performance Start Dates" and "End Dates" in this section.' points to the 'Performance Start Date' and 'Performance End Date' text fields; '4. Click "Text"' points to the 'Text' option in the left sidebar.

14. Inserting Text

The screenshot shows the 'Delivery/Task Order' form in a web browser, specifically the 'Text' section. The left sidebar is the same as in the previous screenshot, but the 'Text' option is now highlighted. The main form area is divided into sections: 'Delivery/Task Order Information', 'Text', and 'FPDS NG'. The 'Text' section contains fields for 'Description', 'Header Text', 'Footer Text', and 'Notes'. Each of these fields has a 'Statements...' button next to it. Annotations with arrows point to these fields: 'If you wish to insert standard notes in the Header or Footer, click on "Statements", or you may type text in the chosen fields' points to the 'Header Text' and 'Footer Text' fields.

15. Viewing Statements

PRISM Statements Selection - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdebt.treas.gov/prismtest/select/statements/statement_1.asp

Statements/Clause Selection

Search: Title For: Display Cancel

Results per Page: 10 Max Results: 100

Title	Text
1-SELECT TO PRINT ON ALL POS	PLEASE ENSURE THAT THE ORDER NUMBER (BLOCK 3) IS CLEARLY VISIBLE ON ALL SHIPPING / SERVICE DOCUMENTS, CONTAINERS, AND INVOICES. FOR PAYMENT AND INVOICE QUESTIONS CONTACT ADMINISTRATIVE ACCOUNTS BRANCH AT (304) 480-7070.
4-CONFIRM	CONFIRMING PURCHASE ORDER. DO NOT DUPLICATE.
5-CERTIFIED	CERTIFIED MAIL RETURN RECEIPT REQUESTED.
508	By delivering the goods or starting performance on this order, the Contractor is certifying that the
6-COR	THE CONTRACTING OFFICER'S REPRESENTATIVE (COR) IS _____, THEY MAY BE REACHED AT _____
8-TRANSPORTATION	TRANSPORTATION CHARGES WILL BE BILLED AS A SEPARATE ITEM ON THE INVOICE FOR EACH SHIPMENT MADE /
9-FURNITURE	NOTE TO RECEIVING: UPON RECEIPT, VISIBLE DAMAGE MUST BE NOTED IMMEDIATELY ON THE FREIGHT BILL. ONE
COR-AFRM	THE CONTRACTING OFFICER'S REPRESENTATIVE (COR) FOR THIS PROCUREMENT IS _____, EMAIL ADDRESS: _____
COST-NO FEE	THIS IS A COST-NO FEE (COMPLETION) LINE ITEM
COST-PLUS FIXED FEE	THIS IS A COST-PLUS FIXED FEE (COMPLETION) LINE ITEM.

Next Page 1 of 3 (26 results found)

Text

PLEASE ENSURE THAT THE ORDER NUMBER (BLOCK 3) IS CLEARLY VISIBLE ON ALL SHIPPING / SERVICE DOCUMENTS, CONTAINERS, AND INVOICES. FOR PAYMENT AND INVOICE QUESTIONS CONTACT ADMINISTRATIVE ACCOUNTS BRANCH AT (304) 480-7070.

52 232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER--CENTRAL CONTRACTOR REGISTRATION (31

Internet

If necessary, click here to preview text, prior to actually inserting. See Below on this Screen Shot.

Click on the link to the statement you want to insert.

16. Header and Footer Text

PRISM Text - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdebt.treas.gov/prismtest/text_all.html.asp

Route Self Approve View Form Delete Cancel FPDS Renumber ?

Delivery/Task Order Information

Order Number: IPD-BPD-04-K-00178 Number of Items: 2

Contract Number: GS-897-35F Stage: Award Total Amount: \$1,300.00

Version: BASE In Progress Net View: Off Obligation: \$1,300.00

Main

- General
- Additional Info
- Text
- Payments
- Items
- Vendor
- Package
- Supporting Docs
- Summary Report
- Protests
- Claims
- Validations
- Route History
- Status History
- Notifications
- Suspense Items
- Ownership
- Navigator
- Return to Home

Text

Description: (Does not print on Form)

Header Text

Footer Text

Notes:

PLEASE ENSURE THAT THE ORDER NUMBER (BLOCK 3) IS CLEARLY VISIBLE ON ALL SHIPPING / SERVICE DOCUMENTS, CONTAINERS, AND INVOICES. FOR PAYMENT AND INVOICE QUESTIONS CONTACT ADMINISTRATIVE ACCOUNTS BRANCH AT (304) 480-

Statements...

Statements...

Statements...

Statements...

Click on "Payments"

The text field that you chose fills in with the chosen statement.

17. Payment Terms

PRISM Interface: Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdebt.treas.gov/prismtest/infacohdpayment/infacohd_1.asp

Route Self Approve View Form Delete Cancel FPDS Renumber ?

Delivery/Task Order Information

Order Number: TPD-BPD-04-K-00178 Number of Items: 2
Contract Number: GS-897-33F Stage: Award Total Amount: \$1,300.00
Version: BASE In Progress Net View: OFF Obligation: \$1,300.00

Payment Terms

Name:

Description:

Click on the List of Values button.

Done Internet

18. Search for payment terms

PRISM Vendor Selection: Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdebt.treas.gov/prismtest/select/infacohdpayment/infacohd_1.asp

Payment Terms Selection

Sort on: Name For Display Cancel

Max Results: 200 Results per Page: 20

Select	Name	Description
21	3 25/20, NET 30 PROMPT PAY	3.25% DISCOUNT IF PAID IN 20 DAYS, NET 30 PP
22	3/30, NET 30	3% DISCOUNT IF PAID WITHIN 30 DAYS
23	DUE 15TH DAY OF CURRENT MONTH	DUE 15TH DAY OF CURRENT MONTH
24	DUE 15TH DAY OF NEXT MONTH	DUE 15TH DAY OF NEXT MONTH
25	DUE 20TH DAY OF CURRENT MONTH	DUE 20TH DAY OF CURRENT MONTH
26	DUE UPON RECEIPT	DUE UPON RECEIPT PROMPT PAY
27	Immediate Prompt Pay	Immediate Prompt Pay
28	IMMEDIATELY	IMMEDIATE "NON" PROMPT PAY
29	NET 30 PROMPT PAY	NET 30 PROMPT PAY
30	NET 10 PROMPT PAY	NET 10 PROMPT PAY
31	NET 14 PROMPT PAY	DUE WITHIN 14 DAYS
32	NET 15	NET 15 DAYS
33	NET 20	NET 20 DAYS
34	NET 45	NET 45 DAYS
35	NET 60	NET 60 DAYS
36	PAID WITH PAYROLL	PAID WITH PAYROLL

Prev Page 2 of 2 (36 results found)

Choose the appropriate payment terms.

Done Internet

19. Click on Items

PRISM Interface: Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdel.treas.gov/prismtest/InterfacePayment/InterfacePd_I.asp

Route Self Approve View Form Delete Cancel FPDS Renumber ?

Delivery/Task Order Information

Order Number: TPD-BPD-04-K-00178 Number of Items: 2
Contract Number: GS-897-35F Stage: Award Total Amount: \$1,300.00
Version: BASE In Progress Net View: Off Obligation: \$1,300.00

Payment Terms

Name: N/30 PROMPT PAY
Description: NET 30 PROMPT PAY
Net 30

Delivery/Task Order

Main
General
Additional Info
Text
Payments
Items
Vendor
Package
Supporting Docs
Summary Report
Protests
Claims
Validations
Route History
Status History
Notifications
Suspense Items
Ownership
Navigator
Return to Home

All the Payment Information fills in.

Click on "Items."

20. Edit Line Item information if necessary

PRISM Delivery/Task Order - Items - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdel.treas.gov/prismtest/Items/Items_I.asp

Add Edit Delete Copy Renumber Change Status View Form ?

Delivery/Task Order Information

Order Number: TPD-BPD-04-K-00178 Status: In Progress Number of Items: 2
Contract Number: GS-897-35F Stage: Award Total Amount: \$1,300.00
Version: BASE Net View: Off Obligation: \$1,300.00

Items

Select	Item Number	Description	Option Item	Status	Quantity	Amount	Version
<input checked="" type="checkbox"/>	0001	Computers		Item Active		\$900.00	BASE
<input type="checkbox"/>	0002	Computer stand		Item Active		\$400.00	BASE

Click on the hyperlink to edit the line item information if necessary.

21. Edit Line Item information if necessary

PRISM Item - General Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prismtest/deliveryorder/items/general/itemgen_i.asp

Delivery/Task Order

Item Information
 Delivery/Task Order Number: GS-897-35F/TPD-BPD-04-K-00178 Item Number: 0001 of 2
 Item Number: Go To

Item General

Item Number: 1
 Award Type: Delivery/Task Order
 User Product Code:
 Description: Computers Model# 12345
 Refresh Data From Requisition: Refresh Disassociate
 Requisition Number: BPD-82000-04-0070 Item# 0001
 Solicitation Number: (None)
 Contract Item Number: (None)
 Product / Service Code: PR
 Product / Service Code Description: PURCHASE REQUEST
 Contractor Proposal Amount:
 Qualifier: By Dollars
 Calculate By Percentage: ☒
 Print Detail: ☐
 Line Item Type:
 Period of Performance: to
 Quantity:
 Unit of Issue:
 Unit Price:
 Amount: \$900.00

Click "Return"

Change the necessary information; I changed the Description from Computers to Computers Model# 12345.

By clicking on the Envelope, a screen will appear that allows you to send an external email reminder to someone for the purpose of exercising options or other reasons that you see fit.

22. Select Primary for the Vendor's address

PRISM Delivery/Task Order - Vendor Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prismtest/vendor_end/vendor_i.asp

Delivery/Task Order

Vendor

Order Number: TPD-BPD-04-K-00178 Status: In Progress Number of Items: 2
 Contract Number: GS-897-35F Stage: Award Total Amount: \$1,300.00
 Version: BASE Net View: Off Obligation: \$1,300.00

Select	Address Code	Type	Name	Contact Name	Phone	City	State	Zip	DUNS
<input checked="" type="checkbox"/>	PRIMARY	Mailing	PARKERSBURG UTILITY BRD			PARKERSBURG	WV	261021627	
<input type="checkbox"/>	REMITT01	Remit To	PARKERSBURG UTILITY BRD			PARKERSBURG	WV	261021627	

1. Click on "Vendor."

2. Click on the link to the vendor's address next to "Primary."

23. Click on the List of Values button

PRISM Vendor Address - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdebt.treas.gov/prismtest/vendor/vendor_address/detail/vendor_addr_f.asp

Delivery/Task Order Information

Order Number: TPD-BPD-04-K-00178	Status: In Progress	Number of Items: 2
Contract Number: GS-897-35F	Stage: Award	Total Amount: \$1,300.00
Version: BASE	Net View: Off	Obligation: \$1,300.00

Vendor Address

Address Type: Mailing
Name: PARKERSBURG UTILITY BRD

Address Code: PRIMARY

Contact Name:

Contact Phone:

Contact Fax:

Contact Email:

Address 1: PO BOX 1627

Address 2:

Address 3:

Address 4:

City: PARKERSBURG

State: WV

Zip: 261021627

Country: US

DUNS: +4:

Web Address:

Click Submit to save your data.

Click on the List of Values button next to "Address Code."

24. Choose External

PRISM Vendor Address - Selection - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdebt.treas.gov/prismtest/select/vendor_address/vendor_address_f.asp

Search Criteria

Vendor Address Selection

No matches found.

Address Type

PRISM

External

Address Code

For

Site

BPD PROCUREMENT

Include Addresses From

Current Selected Site

Max Results

100

Results per Page

10

1. Choose "External" from the Address Type drop down.

2. Then click Display.

25. Select the Address Code

PRISM Vendor Address Selection - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media W Go Links

Address: https://prismapp3 publicdebt.treas.gov/printtest/select/vendor_address/vendor_address.asp

Search Criteria Display Hide Search Criteria Cancel ?

Address Type
[External]

Search
Address Code
For

Inventory Organization
[BPD]

Include Addresses From
[Current Organization]

Max Results
[100]

Results per Page
[10]

Vendor Address Selection

Address Code	Address Line 1	City	State	Zip	Inventory Org.
010448546	PO BOX 1629	PARKERSBURG	WV	261021629	BPD

Page 1 of 1 (1 results found)

Select the Address Code (DUNS Number).

26. Submit the Vendor information

VFO

Click Submit to save your data.

Delivery/Task Order Information

Order Number: TPD-BPD-04-K-00178	Status: In Progress	Number of Items: 2
Contract Number: GS-897-35F	Stage: Award	Total Amount: \$1,300.00
Version: BASE	Net View: Off	Obligation: \$1,300.00

Vendor Address

Address Type: Mailing
Name: PARKERSBURG UTILITY BRD

Address Code: 010448546

Contact Name:

Contact Phone:

Contact Fax:

Contact Email:

Address 1: PO BOX 1629

Address 2:

Address 3:

Address 4:

City: PARKERSBURG

State: WV

Zip: 261021629

Country: US

DUNS: + 4:

Web Address:

Submit Cancel

1. The DUNS fills in.

2. The correct address fills in.

3. Click "Submit".

27. Click on Package

Change Form ?

Delivery/Task Order Information

Order Number: TFD-BPD-04-R-00178	Status: In Progress	Number of Items: 2
Contract Number: GS-897-35F	Stage: Award	Total Amount: \$1,300.00
Version: BASE	Net View: Off	Obligation: \$1,300.00

Cover Page

There is no form associated with this Delivery/Task Order.
Choose Change Form to associate a form.

1. Click on "Package."

2. Select "Change Form."

28. Select your Form

PRISM - Form Selection - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.pubcode.treas.gov/prismtest/formfiller/changeform/changeform_f.asp

Form Selection

Search: Form For: [] Display Cancel

Results per page: 10

Form	Description
OE347(6-95)	Order For Supplies (06-95)
SF_1449(4/2002)	Solicitation / Order (Commercial) (4/02)
SF_26	Award / Contract
SF_30	Modification of Contract
SF_33	Award Schedule A Only

Page 1 of 1

Choose the correct "Form" by clicking the link.

29. Edit the Form information

PRISM Delivery/Task Order - Cover Page - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdebt.treas.gov/prismtest/formfiller/form_1.asp?option=coverpage

Delivery/Task Order

Main
Items
Vendor
Package
Cover Page
Body
Attachments
Supporting Docs
Summary Report
Protests
Claims
Validations
Route History
Status History
Notifications
Suspense Items
Ownership
Navigator
Return to Home

Delivery/Task Order Information

Order Number: 12D-BPD-04-K-00178	Status: In Progress	Number of Items: 2
Contract Number: GS-887-35F	Stage: Award	Total Amount: \$1,300.00
Version: BASE	Net View: Off	Obligation: \$1,300.00

Cover Page

OF - 347

Additional Pages: (None)
Date Signed: (None)
Print Back Page: No

4. Requisition/Reference Number: System Calculate-BPD-82000-04-0070

6. Ship To: System Calculate

6f. Ship Via: (None)

8a. Reference Your: (None)

9. Accounting and Appropriation Data: System Calculate-See Schedule

11. Business Classification

A. Small: No
B. Other than Small: No
C. Disadvantaged: No
D. Women-Owned: No

13a. Place of Inspection: System Calculate-Destination

13b. Place of Acceptance: System Calculate-Destination

14. Government B/L Number: (None)

The form info fills in. If necessary you can override system-calculated information on the form, by clicking "Edit." You may also View Form.

30. View Form

PRISM View Form - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address: https://prismapp3.publicdebt.treas.gov/prismtest/formfiller/form_1.asp?urllogo=frommespot/form_uf0347.asp

View Form

Copy Type: No Text View Form Cancel

Click View Form.

31. Launching the Form

https://prismapp3.publicdebt.treas.gov/prismtest/formtemp/WF3E32.tmp/84274786.pdf Microsoft Internet Explorer provided by The

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address https://prismapp3.publicdebt.treas.gov/prismtest/formtemp/WF3E32.tmp/84274786.pdf

Save a Copy Print Email Search Select Text 134%

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers

1. DATE OF ORDER 07/04/2004	2. CONTRACT NO. (if any) GS-097-35F	a. NAME OF CONSIGNEE See Schedule
3. ORDER NO. TPD-BPD-04-K-00178	4. REQUISITION/REFERENCE NO. BPD-82000-04-0070	b. STREET ADDRESS
5. ISSUING OFFICE (Address correspondence to) Bureau of the Public Debt Division of Procurement 200 Third Street UNB 4th Floor Parkersburg WV 26101		c. CITY
7. TO: a. NAME OF CONTRACTOR PARKERSBURG UTILITY BRD b. COMPANY NAME c. STREET ADDRESS PO BOX 1629		f. SHIP VIA
d. CITY PARKERSBURG e. STATE WV f. ZIP CODE 261021629		<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following and conditions specified on this order and on the attach any, including delivery as in
9. ACCOUNTING AND APPROPRIATIONS DATA See Schedule		10. REQUISITIONING OFFICE
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED		
12. F.O.B. POINT Destination	14. GOVERNMENT BU/NO.	15. DELIVER TO F.O.B. POINT
16. DISCOUNT TERMS		

1 of 2

Done Internet

The form may launch in your current browser, or it may launch in a separate browser, depending on your Internet Settings. If it launched in your current browser then click the browser's "Back" button to return to PRISM. Otherwise, just click the "X" at the top of the browser to close the new window when you are done.

32. Return to the Main Menu

PRISM View Form Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address https://prismapp3.publicdebt.treas.gov/prismtest/formtemp/default1.asp?urlto=/formtemp/form_00347.asp

Go Links

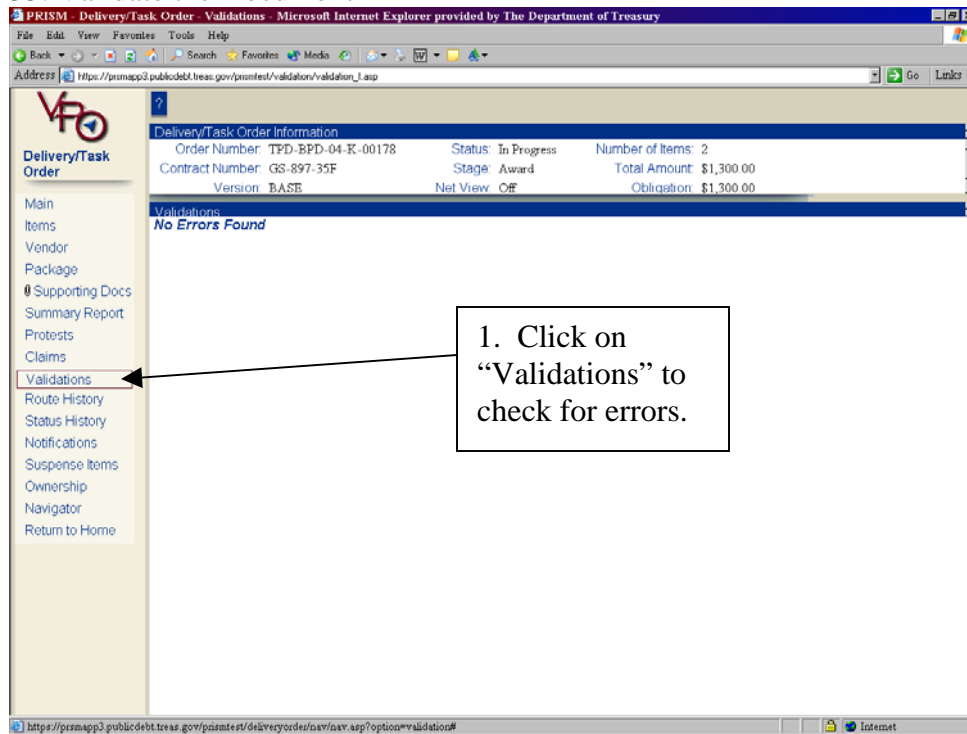
View Form

Copy Type: [No Text] View Form Cancel

Click "Cancel" to return to the menu.

Done Internet

33. Validate the Document



If errors are found, correct all errors before launching FPDS.

Launch FPDS after the document is complete but before routing for approval.
See FPDS QRG for guidance.

Route for Approval See Routing QRG for guidance.